

~~CONFIDENTIAL~~

5 February 1962

OFFICE OF SECURITY NOTICE #62- 2

FOR : All Headquarters Personnel

SUBJECT: OS Language Training Program

1. Reference is made to OS Directive #61-5, dated 30 August 1961, encouraging OS personnel to avail themselves of opportunities for Agency language training.

2. I wish to reiterate at this time that there is an increasing need in the Office of Security for personnel with language capabilities. I again recommend that those Security careerists with an interest in foreign language study participate in the Voluntary Language Training Program.

3. Registrations are now being accepted for off-duty language courses for the Spring Semester, 5 March 1962 - 27 July 1962. The deadline for registrations is 9 February 1962. Classes will be conducted at the Headquarters Building in Langley from 0715 to 0815, Monday through Friday, and from 1730 to 1910, Monday, Wednesday and Friday. It is anticipated that Chinese, French, German, Italian, Japanese, Russian and Spanish will be offered. To enroll, contact the OS Training Branch, Extension [REDACTED]

25X1A

[REDACTED]
Sheffield Edwards
Director of Security

25X1A9a

~~CONFIDENTIAL~~

30 August 1961

OFFICE OF SECURITY DIRECTIVE #61-5

SUBJECT: OS Language Training Program

1. The critical need to raise the foreign language competencies of personnel representing American Agencies abroad has been recognized throughout the Government for some time. Congress has addressed itself to the problem and has indicated a determination to accomplish more in this direction. The United States Intelligence Board has studied the matter and has made recommendations to the President and the constituent agencies aimed at raising language standards. In the Agency, the intensive focus on language training to facilitate the overseas activities of CIA was reinforced in 1957 with the introduction of the Language Development Program. Subsequently the Language Development Program has been afforded enthusiastic support through appeals from the Deputy Director (Support) for active participation.

2. In the Office of Security I am gratified to note that we have made definite progress along language development lines in recent years. Our current "one year lead time" system of selecting personnel for overseas assignments has enabled us to afford language training to many of the personnel selected, and this has paid dividends in terms of greater success in job performance in the field. In addition, our participation in the Language Development Program has been significant, i. e., a total of 33 Office of Security employees have received \$5,950.00 in maintenance and achievement awards since 1957. While I am pleased with these and other signs of progress, I feel that more can and should be done in the area of language training for Office of Security personnel.

3. I am hopeful that in the course of the next several years it will be possible for the Office of Security to "stock pile" a sizeable group of officers who have acquired competence in one or more of the so-called "world" languages, specifically German, French and Spanish. To have more depth in these languages would give us greater flexibility in meeting our current requirements and

anticipated future responsibilities both here and overseas. In addition to the "world" languages, we would greatly benefit by having a larger number of personnel trained on a very selective basis in certain of the more difficult languages such as Chinese and Japanese.

4. With this in mind, I want to encourage any professional employee of this Office who considers himself completely available for future overseas assignments and who is sincerely interested in language study from a career development standpoint to meet with the Office of Security Training Officer [REDACTED] to discuss the various programs of study available through internal Agency facilities or through Agency sponsorship of external training. Obviously this language training activity must be compatible with the normal flow of our work and with the career plans for the individual concerned. Only in special situations, which must be considered by the OS Career Service Board and approved by me, will it be possible to detach officers for full-time language study. More often we will have to resort to part-time or off-duty language training activities.

25X1A

5. The first step is for those interested to identify themselves. It must be realized that language training, unless required in connection with a specific approved assignment, is no guarantee of a foreign assignment to a particular field station. It is, however, unequivocally a step in the direction of wholesome career development.

6. Based on the past cooperative participation of OS employees on matters such as this, I am confident that a good number of our people will avail themselves of the opportunity of pursuing language training.

[REDACTED]
Sheffield Edwards
Director of Security

25X1A